

U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 11-90

OPEN TO: In-House Applicants Only
TITLE: AID Project Management Specialist
GRADE: FSN-11 (Rs. 2,518,042 p.a. to Rs. 4,687,961 P.A.)
LOCATION: ISLAMABAD

OPENING DATE: June 14, 2011
CLOSING DATE: June 27, 2011
AGENCY: USAID

BRIEF DESCRIPTION OF DUTIES: The incumbent is responsible for overseeing and implementing the elections and political party strengthening related portions of the Democracy and Governance (DG) portfolio for USAID/Pakistan. The incumbent will be responsible for advancing the USG's democratic strengthening agenda in relation to these key foreign policy areas. S/he will also provide in-depth situational awareness of current socio-political trends nationally relating to governance more broadly and specifically within the political/electoral realm. S/he will oversee and manage the Mission's Elections and Political Processes Portfolio, will serve as the Agreement Officers/Contracting Officers Technical Representative (AOTR/COTR) for the Mission's Political Party Development program and international electoral observation activity. S/he will also serve as the Mission's Program Manager for oversight, management, implementation and direction for a Government-to-Government Elections Support Partnership. The incumbent is further responsible for monitoring and evaluating existing program activities as well as for designing and implementing new activities, as required. The incumbent participates with professionals of all Mission Sectors in the planning, design, development, management, and monitoring of USAID programs. In the course of the assignment, the Specialist will represent USAID, its activities, and its programs to senior Host-Government counterparts (at Ministerial and Deputy Ministerial levels, local government leaders, counterparts, etc.), to other donor agencies, and to PVO/NGO counterparts and the private sector.

QUALIFICATION REQUIRED:

EDUCATION: Completion of a Master's Degree, or the local equivalent, in political science, public administration, international relations, project management, economics, or a related field is required.

EXPERIENCE: A minimum of five or more years of progressively responsible, professional-level experience in legal reform, development assistance, and political science and/or comparative/international law analyses is required. Demonstrated experience in good governance programming and analysis is essential. At least two years of experience in development work, or related fields, other donor agencies, Host-Country organizations, or private-sector institutions and which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data, is desired.

LANGUAGE: Fluency (Level IV) English language proficiency, speaking and writing, as well as written and spoken Urdu proficiency, is required.

KNOWLEDGE: In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to the assignment and to development programs in the Host Country and the region. Knowledge and understanding of the economic, political, social, and cultural characteristics of Pakistan; and, the political development problems, resources and resource constraints, and development prospects and priorities of Pakistan and the region. Must have a good knowledge, or the potential to acquire such knowledge, of legislation, policy, and practice relating to development assistance; programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities. Knowledge and understanding of the organization and respective roles of the different branches in the GOP, in order to enhance effective communication, and to develop consensus on program/project strategy and implementation plans. An in-depth knowledge of GOP institutions, policy directions, objectives, and priorities relating to activities in the sector, etc.; and, a sound knowledge of political, economic, social, and cultural characteristics and developments in Pakistan.

ABILITIES & SKILLS: Requires excellent judgment, sophisticated analytical and interpersonal skills, and strong organizational ability. Must be able to obtain, analyze and evaluate a variety of data; organize, interpret and present it in meaningful oral or written forms for varied audiences and provide solid analysis leading to sound policy, programmatic and financial decisions. Requires the ability to draft factual and interpretive memos, providing clear and well-supported recommendations and provide objective information and advice. The incumbent will need to develop and maintain cordial, professional relationships and perform in a team environment. A high degree of computer literacy is required, including the ability to create and manipulate budget spreadsheets utilizing and introducing new computer programs; manipulate and present a variety of data to different audiences; utilize office technology for increased productivity and develop and manage complex accounting and control systems. Verbal communication skills, tact, and diplomacy are required to establish and develop sustainable working relations and a high level of trust with senior- and middle-level GOP officials, and with public and private organizations, such as primary technical contacts in the development area. Verbal communication skills are also used to explain and interpret Host-Country attitudes, priorities, and concerns to the officials, and to negotiate project plans and resolve project implementation issues with appropriate Host-Country organizations, technical advisors, institutional contractors, counterparts, and peers.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.

2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 27, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.